

diction of the city the laws of the State and the ordinances, resolutions and regulations of the Board are faithfully executed; (3) attend all meetings of the Board and recommend for adoption such measures as he shall deem expedient; (4) make reports to the Board from time to time upon the affairs of the city and keep the Board fully advised of the city's financial condition and its future financial needs; (5) perform such other duties and have such other powers as may now or hereafter be conferred upon him by ordinance or other direction of the Board of Aldermen.

Sec. 3. Absence or Disability. Should the position of city manager be vacant, or in the event of the prolonged absence, illness or other incapacity of the manager, the Board may designate one of its number, the mayor or any other person, as temporary manager, and the person so designated shall have all the powers and authority of the manager while he shall serve in the capacity. If the mayor or any member of the Board serves as manager for a temporary period, he shall receive such additional compensation as the Board may determine.

#### ARTICLE 6. CITY CLERK

Section 1. Appointment; Term and Compensation. The city clerk shall be appointed by the Board of Aldermen at its first regular meeting in May after the regular municipal election, and biennially thereafter. He shall receive such compensation and be required, before taking office, to subscribe to such oath of office and to give such bond as the Board may from time to time determine.

Sec. 2. Powers and Duties. The clerk shall keep regular and fair minutes of the proceedings of the Board of Aldermen, preserve and keep the books, records and documents of the city committed to his care during his period in office and deliver them to his successor and to perform generally those duties and exercise those powers as may be prescribed by the Board of Aldermen.

#### ARTICLE 7. CITY TREASURER

Section 1. Appointment; Term and Compensation. The city treasurer shall be appointed by the Board of Aldermen at its first regular meeting in May after the regular municipal election, and biennially thereafter. He shall receive such compensation and be required, before taking office, to subscribe to such oath of office and to give such bond as the Board may from time to time determine.

Sec. 2. Powers and Duties. The city treasurer shall collect, receive and hold all moneys and securities belonging to the city which ought to be paid or delivered into the city treasury, and shall safely keep the same for the use and benefit of the city; shall disburse the funds according to such orders as may be duly drawn on him in the manner hereinafter specified; he shall keep in a book provided for that purpose a fair and correct account of all moneys received and disbursed by him and shall submit said account to the Board of Aldermen whenever requested to do so. On the expiration of his term of office, he shall deliver to his successor